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1. **Class Golden Rules: Timeliness, Responsive, Follow-up, Respect**
 - STAFF, FACULTY, CLASSMATES AND CONSULTANTS
2. **Be punctual:**  (assignments, class, breaks, etc.) + Team Points
3. **Read your E-mail:** We e-mail updates and assessment tools (time sensitive for completion)
 - Accountable for notifying all of any changes
 - If you miss the boat, it goes w/o you
4.  **OOPS Jar:** Time wasted is money wasted. The jar is there to help conserve. Honor system ...class has eyes. (Class Money can be used for class party or graduation)
 - Cell phone goes off during class
 - Late arriving for class, returning from break or lunch
 - Lose a library book, badge, binder *or your mind*
5. **Pay classroom expenses:** Parking or special lunches 
6. **Return library books:** Lose book, you'll need to pay--like the public library. 
7. **Complete the faculty evaluations** and turn them in.
 - Praise is great and there's always room for improvement, so let them know what you think.
8. **Wear your name badge** in class. You will want to get to know all of your classmates and the instructors will want to know you. Bring badges back to the next class *or deposit to oops jar*.
9. **Clear your schedules** for the entire week you are in class. Do not make doctor's appointments or other meetings during this time; and if your boss insists on your presence, he/she must call me first. You are allowed to miss ½ day of classroom time for the entire program. 
10. **Consultants:** Treat your consultants with consideration and respect their time. Consultants will evaluate your IAP's and research paper. Your Consultants have been advised not to chase or remind you of due dates. You are the Emerging Leader. Make it work.
11. **Network with your classmates:** Do make learning fun. Heard about the book "Fish"?
12. **Food and drinks allowed on the top floor only:** Please help maintain the reputation of the Pacific Leadership Academy and respect Tokai University's rule. (Exception: Water in the classroom is permitted) 

Daily Student Routine: Come to class with your best attitude and be open then,



- *Verify and update information on class roster*
- *Check your name off the roster daily for attendance credit*
- *Sign parking roster (PLA pays \$2/day for each parking)*
- *PLEASE ASSIST WITH SET UP AND PACK UP*